



Services

## AIR FORCE LODGING PROGRAM MANAGEMENT

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This manual implements AFI 34-246, *Air Force Lodging Program*. It provides general guidance and procedures and systems used in Air Force lodging. It explains lodging adequacy standards and assignments. Major commands (MAJCOM) may supplement this manual. Send information copies of each published supplement to Headquarters Air Force Services Agency, Director of Operations (HQ AFSVA/SVO), 10100 Reunion Place, Suite 401, San Antonio, Texas 78216-4138 and to the Director of Services, Headquarters United States Air Force (HQ USAF/SV), 1770 Air Force Pentagon, Washington DC 20330-1770. Compliance with this AFMAN is mandatory.

### Paragraph

#### Chapter 1—GENERAL OPERATING INFORMATION

|                              |      |
|------------------------------|------|
| Fund Sources.....            | 1.1. |
| Support of Tenant Units..... | 1.2. |
| Inspection and Review.....   | 1.3. |
| Reporting Requirements.....  | 1.4. |
| Training.....                | 1.5. |

#### Chapter 2—STANDARDS

|                                 |      |
|---------------------------------|------|
| Types of Standards.....         | 2.1. |
| Minimum Adequacy Standards..... | 2.2. |
| Quality of Life Standards.....  | 2.3. |

#### Chapter 3—LODGING PROCEDURES-VISITING OFFICERS' QUARTERS (VOQ) AND AIRMEN'S QUARTERS (VAQ)

|  |       |
|--|-------|
| Quarters Acquisition/Utilization.....  | 3.1.  |
| Reservations.....  | 3.2.  |
| Assignments.....   | 3.3.  |
| Transient Aircrew Lodging.....   | 3.4.  |
| CL.....  | 3.5.  |
| Lodging Procedures During Emergency/Wartime Conditions.....                        | 3.6.  |
| Housing AFRES and ANG Members During Emergency/Wartime Conditions.....             | 3.7.  |
| BAQ Entitlement.....   | 3.8.  |
| Nonavailability Numbers, Certificates of Impracticability, and Adverse Affect..... | 3.9.  |
| Endorsing Civilian TDY Orders.....   | 3.10. |

#### Chapter 4—TLFs

|               |      |
|---------------|------|
| TLF Fund..... | 4.1. |
|---------------|------|

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## Paragraph

|                                      |      |
|--------------------------------------|------|
| Reservations for Testing. ....       | 4.2. |
| CL. ....                             | 4.3. |
| Duration of Occupancy. ....          | 4.4. |
| Entitlement Status. ....             | 4.5. |
| Housekeeping Services Provided. .... | 4.6. |
| Occupant Responsibilities. ....      | 4.7. |
| Operating Support. ....              | 4.8. |
| Acquiring Additional TLFs. ....      | 4.9. |

**Chapter 5—MANAGING LODGING FUNDS**

|   |      |
|---|------|
| Establishing and Operating Lodging Funds. ....    | 5.1. |
| Financial Standards, Planning and Budgeting. .... | 5.2. |
| Service Charge Rates. ....                        | 5.3. |
| Service Charge Payment Procedures. ....           | 5.4. |

**Chapter 6—AIRCREW SUPPORT**

|                                   |      |
|-----------------------------------|------|
| Aircrew Support Programs. ....    | 6.1. |
| Functional Responsibilities. .... | 6.2. |

## Page

**Tables**

|   |    |
|---|----|
| 5.1. Lodging Matrix for Assessing Financial Condition Levels of Involvement. .... | 11 |
|---|----|

**Attachments**

|  |    |
|--|----|
| 1. GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS. ....  | 15 |
| 2. UNACCOMPANIED PERSONNEL HOUSING (UPH) INVENTORY AND UTILIZATION DATA<br>GENERAL INFORMATION AND MANUAL INSTRUCTIONS FOR COMPLETING DD FORM 2085,<br>UNACCOMPANIED PERSONNEL HOUSING INVENTORY AND UTILIZATION DATA - RCS:<br>DD-A&T (A) 1470 .... | 19 |
| 3. UNACCOMPANIED PERSONNEL HOUSING (UPH) INVENTORY AND UTILIZATION DATA<br>ADDITIONAL INSTRUCTIONS FOR COMPLETING THE AUTOMATED DD FORM 2085,<br>UNACCOMPANIED PERSONNEL HOUSING INVENTORY AND UTILIZATION DATA - RCS:<br>DD-A&T (A) 1470 ....       | 25 |
| 4. LODGING PROCEDURES FOR INDIVIDUAL AND UNIT-ASSIGNED AIR FORCE RESERVE AND<br>AIR NATIONAL GUARD PERSONNEL ON INACTIVE DUTY TRAINING OR ANNUAL TOUR<br>STATUS ....   | 26 |
| 5. PROCEDURES FOR FUNDING AND PROVIDING ON-BASE AND COMMERCIAL CONTRACT<br>QUARTERS (CL) TO DEFENSE BUSINESS OPERATIONS FUNDED AIR LIFT TRANSPORTATION<br>(DBOF-T) TRAVELERS (APPLIES TO AMC CHANNEL MISSION STOPS ONLY). ....                       | 28 |
| 6. HOUSEKEEPING PERSONNEL BUDGETING AND LABOR STANDARDS ....   | 29 |

**Chapter 1****GENERAL OPERATING INFORMATION**

**1.1. Fund Sources.** Lodging operations are mission-sustaining functions, supported through a combination of appropriated funds (APF) and nonappropriated funds (NAF) as prescribed in AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation and Nonappropriated Fund* and AFI 34-401, *Use of Nonappropriated Funds (NAFs)*.

**1.2. Support of Tenant Units.** Host base lodging managers extend support to personnel assigned or on temporary duty (TDY) to tenant and attached units. Host-tenant or inter-service support agreements must reflect this support.

**1.3. Inspection and Review.** The installation commander inspects a sampling of all types of lodging at least quarterly. The commander is encouraged to stay overnight in a variety of room types at least annually. The commander may delegate this responsibility to the support group commander or his/her designee. The lodging manager maintains a record of these inspections to include dates, facilities visited, and comments.

1.3.1. The lodging manager is responsible for conducting safety self-inspections of lodging facilities and operations. Use checklists in Air Force Occupational Safety and Health (AFOSH) Standard 91-1, *General Support Activities*, Chapter 4, Lodging Operations.

**1.4. Reporting Requirements.** General information and instructions for manually completing DD Form 2085, **Unaccompanied Personnel Housing Inventory and Utilization Data, RCS: DD-A&T(A) 1470**, and supplemental data are at Attachment 2. Instructions for completing the automated form are at Attachment 3.

1.4.1. Installations having the capability must use prescribed automated procedures to electronically produce and send the DD Form 2085 and three attachments to their MAJCOM. If electronic means are unavailable, the manager sends the data to their MAJCOM in accordance with their requirements..

1.4.2. MAJCOMs review installation reports for accuracy and report any trends or problem areas having significant effect on lodging use. The MAJCOM/SV should coordinate with the MAJCOM Civil Engineer (MAJCOM/CE) to ensure the allocation and use of quarters between permanent party and lodging are not causing unnecessary authorization of basic allowance for quarters (BAQ), increased per diem or use of commercial lodging.

**1.5. Training.** Refer to 34-254, *Services Education and Training*, and AFIs 34-401.

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## Chapter 2

### STANDARDS

**2.1. Types of Standards.** Lodging has two types of standards: minimum adequacy and quality of life.

2.1.1. Installations renovate facilities not meeting minimum adequacy standards. If renovation is uneconomical, the Services commander or division chief pursues redesignation, conversion, or disposal. Refer to AFI 34-404, *Air Force Services Logistics Support Program*, if planning to dispose of lodging fund property.

#### **2.2. Minimum Adequacy Standards.**

2.2.1. Services commanders or division chiefs use Table 1 of AFI 34-246, *Air Force Lodging Program*, to determine if existing lodging is adequate. When the Services commander or division chief determines existing on-base lodging is not adequate, TDY personnel may use commercial lodging (CL). If CL is not available, the lodging manager issues a nonavailability number. Commanders must submit waivers to adequacy standards through their MAJCOM/SV to Directorate of Programs (HQ USAF/SVP) (with a copy to the Directorate of Operations Lodging Branch (HQ AFSVA/SVOHL), 10100 Reunion Place, Suite 401, San Antonio TX 78216-4138).

2.2.2. All temporary construction is substandard.

2.2.3. For determining furnishings and equipment requirements lodging managers will use the lodging standards for all lodging facilities found in AFI 34-246, Attachment 3 to determine required items. Refer AFI 32-6004, *Furnishing Management*, for additional guidance on purchasing, maintaining, replacing, and storing lodging furnishings and equipment.

2.2.4. Lodging managers ensure seasonal comfort (via proper operation of Heating, Ventilation, and Air Conditioning) IAW Air Force Handbook (AFH) 32-1084, *Facilities Requirements*.

2.2.5. Lodging must provide the following services and/or supplies:

2.2.5.1. Twenty-four hour check-in, check-out, and wake-up service. MAJCOMs may authorize on call check-in/check-out service when sufficient manning is not available. MAJCOMs may consider closing some operations for 6 to 8 hours if travelers do not normally arrive or depart during these hours.

2.2.5.2. Custodial service in all common-use areas within lodging facilities.

2.2.5.3. Daily housekeeping service 7 days a week, including but not limited to, bed making; cleaning bathrooms; changing towels, bath mats, washcloths, and drinking glass; emptying trash containers and ashtrays; replenishing supplies; and dusting and vacuuming, as necessary. (

**NOTE:** Lodging managers may implement a policy that allows lodging guests to reuse their towels vice daily exchange. Lodging may not refuse daily exchange to those guests who desire it.)

2.2.5.4. Bed linen changes between guests; at least once a week for long-term guests.

2.2.5.5. Dining facilities designated by the appropriate commander for use by TDY travelers. In addition, dining facilities must be available within close proximity to lodging facilities (proximity is defined as 5 miles or 15 minutes when transportation is provided and no more than half a mile, or 5 minutes walking distance if transportation is not available).

2.2.5.6. Sundry items in all quarters with the following exceptions: student quarters, rooms with dual occupancy, temporary lodging facilities (TLF), contingency quarters, and other exceptions as determined by the MAJCOM. Minimum stock levels will be determined by the base and/or MAJCOM. (

**NOTE:** When exempted quarters are used by other categories of duty travelers, the lodging manager should make some provision to provide this service to the guest.)

2.2.5.7. Lodging will provide AF Form 3211, **Customer Comment Form**, in each guest room (one for each possible guest in shared rooms), all Prime Knight packages, and to each CL operation (to be made available to our travelers). Completed AF Forms 3211 must be collected, reviewed, and kept on file for at least one year. Locally developed customer comment forms may not be used in lieu of the AF Form 3211 without prior approval of USAF/SVP. AF Forms 3211 are designed for easy application to metrics. Follow MAJCOM directives for further guidance.

**2.3. Quality of Life Standards.** The Lodging Standards for all lodging facilities found in AFI 34-246, Attachment 3, are minimum standards. Lodging should exceed these, if possible.

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## Chapter 3

### LODGING PROCEDURES-VISITING OFFICERS' QUARTERS (VOQ) AND AIRMEN'S QUARTERS (VAQ)

#### 3.1. Quarters Acquisition/Utilization.

3.1.1. Lodging managers determine the number of lodging quarters required based on historical data and future mission changes for official duty travelers identified as Priority 1.

3.1.2. Commanders may reallocate quarters between permanent party and transient use to achieve optimum occupancy. MAJCOM/SV approves redesignation or conversion of lodging facilities. MAJCOMs may delegate this authority to installation commanders. HQ USAF/SV must approve any diversion of TLF assets to any other use. Refer to AFI 32-9002, *Use of Real Property Facilities*, for additional guidance.

3.1.3. Lodging managers may temporarily house newly assigned unaccompanied personnel to lodging facilities if no permanent party quarters are available. Commanders must assign these members to permanent party quarters as soon as possible. Members must pay the full service charge and are authorized without-dependent rate BAQ for each day of residence in lodging up to 30 days. After the first 30 days, newly assigned members are entitled to partial-rate BAQ only. The lodging manager should follow the start, stop, or change procedures in AFM 177-373, Vol II, *Joint Uniform Military Pay System (JUMPS) Unit Pay Procedures Excluding AFO*, Chapter 5, for reporting members' entitlement changes to the financial services officer (FSO).

3.1.4. Newly inducted enlisted members undergoing processing, orientation, or basic training, including follow-on technical training at a base having both government dining facilities and lodging, are not authorized per diem or reimbursement for service charges, and will be accommodated in permanent party quarters. However, if members have been to a permanent change of station (PCS) school and are attending follow-on training, they are entitled to per diem, and lodging may provide quarters.

3.1.5. Installation commanders may establish a maximum duration of occupancy for PCS personnel based on availability of permanent housing and the needs of TDY personnel up to 30 days. Stays beyond these periods require installation commander or designee approval.

3.1.6. If lodging assigns group travelers claiming team integrity to on-base lodging, lodging normally assigns officer and civilian team members to VOQs and enlisted team members to VAQs. Lodging may assign enlisted personnel to VOQs when VAQs are full rather than sending the team off base. Likewise officers/civilians may be assigned to a VAQ when VOQs are full as long as the space meets the minimum adequacy standards specified for officers and civilians. (

**NOTE:** Guests may accept inadequate quarters on a voluntary basis.)

3.1.7. Normal check-in time is 1400, or upon availability, and normal check-out time is 1200. Lodging managers may alter times based on local requirements. A late fee equal to the daily room rate may be assessed, at the lodging manager's discretion, for late checkouts after established checkout times.

3.1.8. Lodging lists occupant responsibilities in guest room information packages. Occupants are responsible for:

- Their conduct and the conduct of their guests, and/or family members while in government lodging. Their actions must not infringe on the rights of others.
- Conserving utilities.
- Reimbursing lodging for damage beyond fair wear and tear, and missing government property caused by abuse or negligence on their part or by their guests.
- Compliance with fire, health, and safety regulations.
- Obtaining appropriate care for their pets. Pets are not authorized in any type of transient lodging or on lodging premises. The lodging manager should ensure a list of local kennels is available.

3.1.9. Lodging managers will provide information about base facilities, telephone numbers, and hours of operation to travelers assigned to CL. Managers should also have information available about the commercial hotel, transportation arrangements, and check in and out procedures. Managers should make AF Form 3211 available to guests assigned to CL who wish to critique the service provided. These completed critiques should be given to the front desk of the CL or base. The lodging manager ensures any comment cards turned in to the CL front desk are picked up, reviewed, and appropriate actions taken.

3.1.10. Occupants assessed charges for loss or damage to a lodging unit come under either AFMAN 23-220, *Reports of Survey for Air Force Property*, or AFI 34-402, *Protecting Nonappropriated Fund Assets*. The lodging manager processes any loss or damage to NAF assets in accordance with AFI 34-402.

### 3.2. Reservations.

3.2.1. Lodging personnel will respond to advance requests for reservations by the most expedient means possible (i.e., telephone, data fax, computer generated letters, etc.) no later than the close of business the next duty day.

3.2.2. At the time lodging confirms the reservation request, they should inform TDY personnel whether their reservation is confirmed for on-base lodging or CL, or if they will issue a nonavailability (NA) number. Nonavailability numbers are not required for lodging periods of less than 24 hours. When lodging authorizes CL, they provide the traveler the name and phone number of the commercial hotel or motel within one duty day of the reservation request.

3.2.3. Lodging provides the traveler a reservation confirmation number verifying a commitment for a space for the period requested. Lodging informs travelers that reservations are confirmed until 1800 on arrival date. Lodging also advises travelers they must inform lodging at least 24 hours in advance of arrival if they plan on arriving after 1800. Travelers that experience airline or other transportation delays must notify lodging in advance (prior to 1800 on arrival date) if they will be arriving after 1800. Otherwise, they risk having the reservations automatically canceled. When necessary, the lodging manager establishes a manual reservation confirmation number system and maintains the reservation number log in accordance with AFMAN 37-139, *Records Disposition Schedule*.

3.2.4. To maximize use of on-base lodging and assure room or space availability for late arrivals (after 1800), lodging may require guaranteed-hold reservations for on-base and CL using the American Express Card or other accepted credit cards. For transient Air Mobility Command (AMC) channel aircrews, refer to Attachment 5. For Air Reserve Component (ARC) members in inactive duty status, refer to Attachment 4.

3.2.4.1. At continental United States (CONUS) locations, the traveler makes guaranteed-hold reservation arrangements directly with the commercial motel or hotel. At overseas locations, including Alaska and Hawaii, the lodging manager makes reservations at commercial hotels or motels using the traveler's American Express Card number to guarantee reservations, if possible.

3.2.5. If a guest with an on-base guaranteed-hold reservation fails to show without canceling the reservation, lodging may charge a one-night service charge. The lodging manager must not assess a service charge if lodging does not send other official duty guests to CL or issue a nonavailability number for lodging resulting from a travelers' no-show. The traveler's commander or orders' approving official must weigh mitigating circumstances causing no-shows such as acts of God, emergencies, change in flight plans, or other reasons not under the control of the traveler, before deciding whether or not to reimburse the service charge for late or non-arrival.

3.2.6. If a change of space availability occurs after reservation confirmation, lodging management may notify the traveler of the change so that alternate travel arrangements can be made by the traveler if desired.

3.2.7. Travelers are not required to obtain paper nonavailability statements. Lodging is required to provide the traveler with a NA number at the time lodging reservations are requested or not later than one duty day following the reservation request. Lodging maintains the nonavailability authorization and control number record in accordance with AFMAN 37-139.

3.2.8. When authorizing lodging at a commercial hotel or motel, lodging provides a letter of authorization which identifies the traveler and verifies the duty status. This authorization should be faxed or sent to the hotel/motel prior to the guest's arrival. The traveler should not be required to come to lodging to pick up the letter of authorization. Procedures should be established by the hotel/motel to provide a copy of this authorization to the traveler at check in. The CL agreement entitles duty status travelers to the agreed government rate for the specified period. The traveler retains this authorization to submit it with his or her travel voucher. Lodging maintains the CL authorization and control number record in accordance with AFMAN 37-139.

3.2.9. Space available guests are authorized to make reservations as authorized by AFI 34-246, Air Force Lodging Program, paragraph 3.3.

### 3.3. Assignments.

3.3.1. Lodging may use orders/government identification card to verify registration data but will not collect orders unless needed for billing purposes.

3.3.2. Automated lodging operations use prescribed automated registration procedures.

3.3.2.1. When the automated system is not available, lodging will use pre-numbered forms for registration, payments, and checkouts. The lodging manager controls and accounts for these manual backup forms in accordance with (IAW) AFMAN 34-412, *Control Procedures for Protecting NAF Assets*.

3.3.2.2. Nonautomated lodging operations use AF Form 2505, **Guest Registration**, AF Form 2506, **Reservation for Individuals**, and AF Form 2507, **Reservation for Groups**.

3.3.3. If a registered priority 1 guest (on-base, CL, or with a nonavailability number) must extend the TDY period, lodging will consider this extension as a new requirement and handle it accordingly. The lodging manager will issue another nonavailability number if neither on-base lodging nor CL are available for the extended TDY period. In these situations, the application of common sense and consideration for good customer service should influence the final decision.

3.3.4. Lodging will assign on-base lodging upon availability for the remainder of the TDY period to travelers who desire on-base lodging but are assigned to CL or issued a nonavailability.

3.3.5. Space-Available Assignments. Space available guests are authorized to make reservations as authorized by AFI 34-246, Air Force Lodging Program, paragraph 3.3. When on-base lodging is not available, Space-A personnel will not be assigned to CL, however, the lodging staff should assist the Space-A traveler in securing hotel/motel space in the local area. Installation commanders may establish a policy limiting the number of days a Space-A guest may stay in on-base lodging to not more than 30 days annually.

3.3.5.1. On the date of arrival, Space-A guests, with confirmed reservations, have priority for available rooms over Space-A guests without reservations.

3.3.5.2. Space-A travelers requesting lodging should be assigned to uncommitted (not occupied or specifically reserved) quarters upon arrival. Space-A guests should not be placed on a waiting list unless all rooms are occupied or specifically reserved. If all quarters are committed, lodging may establish a waiting list (first-come, first-serve) until 1800. After 1800, lodging assigns all vacant rooms resulting from no-shows of Priority 1 and 2 personnel with non-guaranteed hold reservations to remaining Space-A guests on a first-come, first-serve basis.

3.3.5.3. Lodging advises Space-A guests, who desire more than one night's stay, to either make a confirmed reservation for the next evening or check at the lodging desk prior to check-out time each day for availability of space.

3.3.5.4. If Priority 1 travelers arrive without a reservation but desire on-base lodging, or arrive after 1800 and made no prior arrangements for late arrival, lodging may assign the Priority 1 traveler CL or issue a nonavailability number if no CL space exists. If the traveler desires on-base quarters, lodging advises the traveler to return the next day for assignment to available adequate on-base quarters for the remaining period of the TDY assignment or for the maximum period available.

3.3.5.5. Space-A guests cannot reside in contract (unit pays, not individual duty traveler) lodging without paying the appropriate lodging fees. When Space-A travelers stay in this type of contract lodging facility they will be charged the per night rate the government pays to the contractor. If there is no mechanism to collect the fees, Space-A travelers will not be allowed to stay in the quarters.

3.3.6. Lodging will not issue NA numbers due to a lack of a smoking or nonsmoking room. This condition does not constitute, in and of itself, inadequate quarters.

3.3.7. Lodging will not issue NA numbers to ARC members (Unit-assigned Reserve, National Guardsmen, and Individual Mobilization Augmentees/Individual Ready Reserve) on inactive duty training (AF Forms 40, **Authorization for Inactive Duty Training**, or documentation required by Attachment 4; AF Form 40a, **Record of Individual Inactive Duty Training**; National Guard Bureau (NGB) Form 105, **Authorization for Inactive Duty Training**, or flight orders) that are not on per diem and cannot be reimbursed for lodging costs. Lodging makes every effort to house these individuals on base or in CL. AFI 34-246, Table 4, and Attachment 4 of this AFMAN prescribe funding for lodging service charges and CL for Air Reserve Component members.

3.3.8. Air Force Reserve Officer Training Corps (AFROTC) cadets participating in the Third Lieutenant Program are not on per diem, and sponsoring units cannot reimburse the cost of CL. Lodging may assign them to base lodging but not CL, and will not issue NA numbers.

3.3.9. Lodging assigns military technicians of the Air National Guard (ANG) and Air Force Reserves (AFRES) to lodging based on their military grade as stated on their travel orders.

3.3.10. Lodging collects a copy of fully certified inactive duty training authorizations (AF Form 40a) from ARC members, when required to substantiate payment for service charges. Attachment 4 specifies documentation required for payment of lodging charges for ARC members on inactive duty training or annual tour status.

3.3.11. When facilities with central latrines are used:

- Lodging will not intersperse male and female living areas. Accommodations will be clearly defined and identifiable, such as a floor, a wing, or one end of a hallway.
- Separate central latrines must be an integral part of the defined area and clearly marked as male or female.

3.3.11.1. The lodging manager makes similar arrangements for deployments and exercises. However, under field conditions, temporary partitions and time-sharing bathroom or latrine facilities may be necessary.

3.3.12. If, for reasons of military necessity or readiness, installation commanders must deviate from the above policies, they may do so for not more than 30 days. After 30 days they need a written waiver from the MAJCOM/SV.

### **3.4. Transient Aircrew Lodging**

3.4.1. Lodging specifically designated for transient aircrews must consist of clean, well-maintained private rooms with private or shared bath; have climatic controls that allow windows to be closed during all seasons and all hours, have telephone access, and solid, comfortable furnishings. In addition, aircrew lodging must meet the VOQ Lodging Standards found in AFI 34-246, Attachment 3.

3.4.2. Lodging provides private rooms to all transient aircrew members, regardless of rank. During contingency situations if lodging cannot provide private rooms to all aircrew members, lodging must maintain separation between different crews. The lodging manager adjusts occupancy reports for vacant bedspaces.

3.4.3. When construction or maintenance in the vicinity of crew quarters could interrupt crew rest, lodging managers will not assign crew members to buildings in the area. Refer to Chapter 6 for further guidance on aircrew lodging.

3.4.4. Lodging may assign other TDY personnel to these accommodations if other on-base lodging is not available, and when not required for aircrews. When assigning other TDY personnel to aircrew accommodations, advise them of the varied sleeping hours of aircrew members, and ask them to refrain from making any noise or disturbance which could interrupt crew rest.

3.4.5. Lodging will maintain aircrew integrity. Lodging will house the entire aircrew either on base or off base. If housed on base, lodging will house them as close together as possible. If lodged off base, lodging will house the aircrew in one facility.

3.4.6. The installation commander or the aircraft commander may waive aircrew lodging requirements for reasons of military necessity.

### **3.5. CL.**

3.5.1. The lodging manager at each installation arranges for supplemental off-base commercial lodging at hotels/motels in the local area. The lodging manager via the local installation contracting office establishes blanket purchase agreements (BPA) with local area hotels/motels. BPAs (BPA/call-type contracts) are arrangements with commercial hotels or motels to house TDY personnel at a special government rate. These rates plus any applicable taxes, may not exceed the lodging portion of the local area per diem rate authorized by *Joint Federal Travel Regulation (JFTR), Volume I*. Waiver requests to exceed this limitation on CL rates are not authorized. Lodging managers may establish short-term BPAs and/or establish different rates to take advantage of lowest rates while maintaining desired standards. A sample recommended performance work statement (PWS) for a commercial lodging BPA may be obtained from HQ AFSVA/SVOHL.

3.5.2. Lodging managers may establish requirements-type contracts when circumstances warrant; for example, when it is known in advance that a specific number of quarters will be needed for a fixed time period, i.e., reserve Unit Training Assembly (UTA) weekends (Refer to Attachment 4).

3.5.2.1. For long-term needs, lodging may use corporate lodging as an option. Corporate lodging is commercial lodging, including apartments, obtained at a rate lower than the normal contract quarters. Lodging may obtain corporate lodging through the local base contracting office on an as needed basis for long-term TDY travelers (usually 90 days or more).

3.5.3. If on-base quarters are not available, other military personnel and Department of Defense (DoD) civilians eligible for lodging, may use the commercial contract price at their own expense and pay the hotel directly. The lodging manager should modify the PWS to include this provision if inclusion is deemed appropriate (at no cost to the government).

3.5.4. Lodging managers provide the contracting office with a PWS detailing the specific services and conditions required of the hotel or motel. Commercial lodging should meet, or exceed the minimum requirements of AFI 34-246, Table 1, and Attachment 4 of this AFMAN.

3.5.5. Base officials (lodging, Services, contracting, military public health, and fire protection) must personally visit establishments being initially considered for use as commercial lodging to ensure:

- Lodging accommodations meet all conditions required of the PWS and public health, environmental, or safety standards.

- Adequate provisions are made for fire safety. The fire chief must assess compliance with local, state, or country fire codes. The fire chief provides the lodging manager a written fire safety assessment of the facility.
- At least one commercial dining facility serving three meals a day is within convenient walking distance of the lodging, or government transportation is provided to a dining facility.
- Commercial transportation and laundry facilities are conveniently available to occupants.

3.5.5.1. Lodging and contracting officials revisit establishments under BPAs/contracts annually to ensure standards are met. Fire protection and military public health do not need to revisit CL unless lodging receives complaints from guests, or fire or health discrepancies are found in the annual visit.

3.5.6. Lodging uses commercial quarters only when VOQs, VAQs, and TLFs are fully occupied and reserved.

3.5.7. The lodging manager:

- Assigns eligible personnel to CL (*NOTE: Space-A personnel are not eligible for assignment to CL, but may be referred to CL when on-base quarters are not available*).
- Keeps records showing the reason CL was used when on-base lodging was not optimally occupied (no shows, team integrity, etc.) and obligation authorities as prescribed by the servicing accounting and finance office. Enter this information in the comments line of the guest folio.

### **3.6. Lodging Procedures During Emergency/Wartime Conditions.**

3.6.1. During emergency or wartime conditions, the lodging function converts to contingency lodging operations. Managers plan for 50 square feet per person but may house personnel in less, if insufficient quarters are available. Lodging personnel must attempt to provide at least the 50 square feet per person as soon as space becomes available.

3.6.2. The lodging staff sets up and provides 24-hour locator service for personnel in contingency lodging.

3.6.3. For field or tent city arrangements, refer to the *Field Billeting Handbook*.

**3.7. Housing AFRES and ANG Members During Emergency/Wartime Conditions.** Reserve and ANG personnel mobilized and called to active duty in support of wartime emergencies are entitled to per diem as authorized on the JFTR. Under these conditions, the activated ANG and Reserve personnel are active duty TDY members. Lodging managers must consider the following when fulfilling their housing requirements:

3.7.1. Give long-term TDY personnel highest consideration over short-term TDY requirements for on-base lodging for the duration of the emergency. Do not move current guests off base; however, change future reservations as necessary to accommodate long-term TDY personnel on base.

3.7.2. Attempt to assign long-term TDY members to those facilities having the most “livable” amenities suitable for a lengthy stay, such as availability of kitchen facilities, large refrigerators, private bath, etc.

### **3.8. BAQ Entitlement.**

3.8.1. Tables 3-2-3 and 3-2-5, DODR 7000.14, Volume 7, Part A, *DoD Financial Management Regulation (FMR)*, govern entitlement to BAQ for active duty personnel occupying lodging in other than official TDY status. Refer to paragraph 80242 of this directive for BAQ policy pertaining to AFRES and ANG personnel.

3.8.2. The lodging manager may adjust the member’s BAQ, if required (PCS stay exceeds 30 days) according to AFM 177-373, Volume II, Chapter 5.

3.8.2.1. The lodging manager sends AF Form 594, **Application and Authorization to Start, Stop, or Change BAQ or Dependency Determination**, to the servicing FSO on AF Form 1373, **Military Pay Order Document Control Log-Transmittal**, for Air Force members and keeps one copy of AF Form 1373 (with one copy of DD Form 139, **Pay Adjustment Authorization**, attached) in a suspense file pending receipt of an acknowledged copy from the FSO.

3.8.2.2. For members of other services, the lodging manager prepares the DD Form 139 as prescribed above. The manager sends the form to the finance office serving the member, or, if not known, to the parent service central site. The manager keeps a suspense copy and requests one copy of the processed form be returned. The manager follows up on suspenses over 30 days old.

### **3.9. Nonavailability Numbers, Certificates of Impracticability, and Adverse Affect.**

3.9.1. The lodging manager issues nonavailability numbers only for installations actually having lodging and appropriated fund dining facilities. If AFPAM 34-255, *Directory of Government Quarters and Dining Facilities*, lists facilities as available, but a change in availability occurs, the base must issue nonavailability numbers until an official change is issued. The lodging manager issues the nonavailability number at the time lodging reservations are requested or not later than one duty day after the reservation request is made.

3.9.1.1. Lodging will not issue NA numbers if the traveler occupies inadequate lodging due to mission necessity.



3.9.1.2. When adequate on-base lodging is not available for officers or enlisted members of groups that must be housed together, as stated in their orders, lodging houses the entire group at a single CL facility, or gives the entire group NA numbers.

3.9.1.3. Crew or team integrity does not require lodging all members in one building on base. If lodging must house all members in one building to meet mission requirements, but such lodging is not available, members must execute an AF Form 2282, **Statement of Adverse Effect-Use of Government Facilities**, upon return to their permanent duty station (refer to paragraph 3.9.3).

3.9.2. The TDY or delay point installation commander or designee issues Impracticability Statements, or other statements (AFR 177-103, *Travel Transactions at Base Level*) when using available government housing or dining facilities is impracticable, versus inconvenient. The issuer uses the following conditions as guidelines for issuing nonavailability numbers. The guidelines are not all inclusive. The issuer must consider each case on its own merit:

- Excessive distance between dining facility and place of duty or between dining facility and place of lodging.
- Necessary transportation between the dining facility and place of duty, or between the dining facility and place of lodging is not available.
- Incompatibility of duty hours with dining facility hours of operation.
- Local weather conditions which severely restrict accessibility of government facilities.

3.9.2.1. The lodging manager enters in the remarks section of the Services Information Management System (SIMS) facsimile of the DD Form 1351-5, **Government Quarters and Mess**, the reason the traveler cannot use available lodging or meals.

**NOTE:** If the lodging manager has difficulty substantiating the reason that meals were impractical to use (such as transportation or duty hours), the lodging manager obtains a statement from the TDY team chief, supervisor, or unit, and includes it in the remarks section of the SIMS facsimile of the DD Form 1351-5.

3.9.2.2. When issuing a nonavailability number, the lodging manager enters the reason vacant lodging is not available for assignment (example: “down for repair”) in the remarks section.

3.9.3. An individual or a person in charge of a crew, team, or group traveling together, in unique or special lodging situations self-initiates AF Form 2282. When adequate government lodging is available, but does not meet special mission support requirements or crew integrity requirements, or the host installation commander has determined that the requirements cannot be supported, the member may obtain commercial accommodations at his/her own expense. In these cases, the lodging manager will not issue nonavailability numbers. Members must process AF Form 2282 either before or after travel (refer to AFR 177-103). Approval authority is the orders issuing and approval authority at the member’s home station.

3.9.4. Host installation commanders retain final decision authority on whether support of special lodging requirements (including aircrew requirements) is within their capability or the best interest of their missions.

**3.10. Endorsing Civilian TDY Orders.** The lodging manager endorses the TDY orders of all civilian employees who occupy on-base government lodging to entitle them to limited use of exchange facilities and services facilities. This may be done with a rubber stamp containing the following statement:

(name) is assigned to on-base government lodging at this installation for the period of TDY indicated on these orders, and is eligible for use of the base theater, services, and exchange facilities, if otherwise authorized by the commander, according to Air Force Joint Instruction (AFJI) 147-210, *Army and Air Force Exchange Service (AAFES) Operating Policies*, and AFI 34-201, *Services Programs and Use Eligibility*.

(SIGNED) (DATE)

NAME AND TITLE

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## Chapter 4

### TLFs

**4.1. TLF Fund.** The lodging manager accounts for TLFs as a cost center of the base lodging fund.

**4.2. Reservations for Testing.** The date and time of verbal requests, or the postmark of requests sent by mail may set the priority for reservations. Reservation requests must include expected arrival time and date.

- PCS status guests must present PCS orders or the special order number, date, and issuing headquarters before or at the time of registration.
- Personnel visiting hospital patients must give the patient's name with the reservation request.
- Personnel traveling for the purpose of house-hunting must show a copy of the leave authorization verifying permissive TDY status; or a copy of PCS, retirement, or separation orders; or the special order number, date, and issuing headquarters either before or at the time of registration.

4.2.1. If members in Priority 1 occupy all TLFs, and other Priority 1 personnel desire TLFs, the lodging manager keeps their requests on a standby basis for a reasonable time, pending cancellation of reservations or early departure of guests. Lodging fills vacancies from these standby reservations on a first-come first-serve basis before assigning personnel from lower priorities.

### 4.3. CL.

4.3.1. Lodging managers provide CL in the interests of good customer service but with certain modifications to standard commercial lodging practices. Refer to paragraph 3.5.

4.3.2. Lodging assigns families to CL on a voluntary basis when TLFs are fully occupied or space is not available in VOQs and VAQs. Families may choose to make their own arrangements. When the family is referred to CL or makes their own arrangements, lodging must retain a copy of the Temporary Lodging Expense (TLE) or Temporary Lodging Allowance (TLA) letter (locally devised) the member will submit to finance for reimbursement for off-base lodging. (

*NOTE:* Lodging must not issue SIMS generated nonavailability numbers to families. Doing so will distort the TDY data on the DD Form 2085.)

4.3.3. Lodging managers provide the contracting office with a PWS detailing the specific services and conditions required of the hotel, motel, or apartment. CL should meet or exceed the minimum requirements of AFI 34-246 and Attachment 4 of this AFMAN. CL for PCS families should include accommodations with suites and kitchen facilities if available. Daily rates for these larger quarters should be kept as low as possible due to limitations in TLE payments. A sample PWS is available upon request from HQ AFSVA/SVOHL.

### 4.4. Duration of Occupancy.

4.4.1. The maximum stay for Priority 1 guests (members arriving/departing PCS, separating, or retiring; hospital outpatients, friends/relatives of inpatients, etc.) is 30 days. The lodging manager may adjust/reduce the maximum stay considering PCS and hospital outpatient demand for lodging to maximize availability of TLF assets to Priority 1 guests. The installation commander may grant extensions beyond 30 days on a case-by-case basis. The commander may delegate this authority to the Services commander or division chief. PCS members performing an advance house-hunting trip (i.e., not performed in conjunction with actual move) are limited to 10 days. Lodging assigns quarters to travelers requesting lodging on a space-available basis subject to availability ( see paragraph 3.1.1).

4.4.2. In overseas areas, the lodging manager may grant extensions if this reduces TLA costs, but only if such action does not create hardship for other potential guests.

**4.5. Entitlement Status.** The lodging manager prepares documentation and briefs occupants on changes in entitlements because of TLF occupancy.

4.5.1. BAQ Entitlement. See para 3.8.

**4.6. Housekeeping Services Provided.** Lodging provides these limited daily services: light dusting and vacuuming, clean towels, disposable drinking glasses, etc., bathroom cleaning, emptying trash, and bed making. Lodging provides more thorough room service between occupants, including cleaning of kitchenettes.

**4.7. Occupant Responsibilities.** The lodging manager provides occupants a list of basic furnishings and equipment in the unit and informs the guests they are responsible for the security and condition of the room and furnishings, and cleanliness of the kitchenette area.

4.7.1. Pets are not allowed in units or on the premises. The lodging manager will provide occupants with a list of local kennels.

**4.8. Operating Support.** Air Force TLFs are authorized APF support as prescribed in AFI 65-106.

**4.9. Acquiring Additional TLFs.** Lodging may acquire TLFs by leasing, redesignating existing facilities, or programming new construction.

## Chapter 5

### MANAGING LODGING FUNDS

#### 5.1. Establishing and Operating Lodging Funds.

5.1.1. The lodging manager manages the base lodging fund. The Resource Management Flight Chief (RMFC) is the custodian.

5.1.2. Each MAJCOM with multiple bases must establish a Command Lodging Fund in accordance with AFI 34-401.

#### 5.2. Financial Standards, Planning and Budgeting

5.2.1. A lodging matrix for assessing financial condition for use by MAJCOMs is at Table 5.1.

**Table 5.1. Lodging Matrix for Assessing Financial Condition Levels of Involvement.**

|   |                             |
|---|-----------------------------|
|   |                             |
| NIAD < 0<br>Current and Cumulative Four<br>Quarters | Urgent<br>(AF Action)       |
| NIAD < 0<br>Current and Prior Quarter               | Moderate<br>(MAJCOM Action) |
| NIAD ≥ 0  | Low<br>Involvement          |

### NIAD = Net Income Adjusted for All Depreciation

5.2.2. The planning and budgeting process aids the lodging manager in forecasting revenues, programming expenses, and funding capital requirements. Managers should work with the unit resource manager to develop annual APF budgets and with the RMFC to develop NAF income and expense operating budgets and NAF requirement budgets, which include capital fixed asset items and those meeting bulk purchase criteria. The lodging manager should refer to the following publications for additional guidance: AFI 34-401, AFI 34-402, AFI 34-409, *Nonappropriated Fund Financial Management and Accounting*, and AFMAN 34-412.

5.2.3. Each individual activity (VOQ, VAQ, TLF) should break-even. One activity should not subsidize another. Lodging managers prorate administrative costs between activities when computing service charge rates.

5.2.4. Labor is the single largest and most controllable expense. Personnel costs should not exceed 65 percent of gross revenue. Housekeeping personnel labor standards are at Attachment 6. The lodging manager will use the housekeeper matrix IAW local conditions and requirements.

5.2.4.1. Sundry and beverage sales are required guest services. Lodging managers manage in-room sales and structure pricing so the gross margin from sales is sufficient to cover most operating costs.

5.2.4.2. For better control of in-room sundry sales, lodging personnel must, on a daily basis (including weekends), restock room inventories, post charges to guest folios, and update storeroom files. Use a multi-part inventory form where one copy is left with the guest, another sent to the front desk to update the folio, and a third to update the storeroom to enhance internal controls.

5.2.4.3. Charges for long-distance telephone calls should be continually monitored. Lodging personnel should manually post charges to the guest's folio as calls are made if the telephone system does not interface with SIMS and automatically update folios.

5.2.4.4. Lodging personnel must verify the social security account number (SSAN) and address of guests whose bills will be sent to accounts receivable (i.e. city ledger).

**5.3. Service Charge Rates.** Guests pay the service charge as a condition of occupancy. The charges are intended to cover the cost of housekeeping and custodial services, amenities, furnishings, equipment, and supplies not authorized using APFs. Lodging managers may also use service charges to help defray the total cost of upgrading lodging services, including installation of telephones, televisions, decorations, and other amenities comparable to commercial hotel and motel accommodations as authorized by AFI 65-106.

5.3.1. The MAJCOM/SVs annually review and recommend service charges and submit these reviews to MAJCOM Financial Management (FM) offices for approval. Each lodging fund activity (VOQ, VAQ, TLF, unaccompanied officers' quarters, and unaccompanied noncommissioned officers' quarters) must be self-sustaining. The MAJCOM keeps service charge rates to an absolute minimum.

5.3.2. At overseas operations experiencing financial difficulty due to foreign currency fluctuations, the installation commander can authorize increases for 90 days. The MAJCOM/SV reviews rates annually and MAJCOM/FM approves rates annually IAW AFI 65-106.

5.3.3. When military members residing in government housing (military family housing) are dislocated for emergency maintenance and repairs, they are authorized to reside in TLFs. When lodging fees exceed the member's quarters allowance (BAQ plus VHA) the base may reduce fees so they do not exceed the member's quarters allowances. This does not apply to government housing occupants who are displaced as a result of programmed housing renovation/upgrade (e.g., kitchen renovations, etc.)

**5.4. Service Charge Payment Procedures.** At check-in, the guest determines the method for payment of service charges (credit card(s) accepted at the local lodging operation), cash, or check. At check-out, the guest may elect to use an alternative to the method initially selected at check-in.

5.4.1. Refer to AFI 34-246, Table 3, and Attachment 4 of this AFMAN for information pertaining to Air Reserve Component Members.

5.4.2. AFROTC Third Lieutenant Program. Lodging does not charge AFROTC cadets traveling on official TDY orders, when not in a per diem status, for services provided. Refer to AFI 34-246, Table 3, for payment procedures.

5.4.3. Summer Camps, National Organizations, and Youth Groups. Charges are made in accordance with para 5.4. The lodging manager may reduce the service charge for these groups based on the facility assigned and the level of services provided. Charges must still cover fixed costs such as administrative and support expenses.

5.4.4. Lodging does not charge civilian applicants for an Air Force commission for services provided. Refer to AFI 34-246, Table 2, for payment procedures.

5.4.5. Naval Reserve Personnel. Enlisted naval reserve personnel are not in per diem status while performing active duty training and weekend-away training and are not reimbursed when they use government lodging. Refer to AFI 34-246, Table 2, for payment procedures.

5.4.6. Defense Business Operations Fund-Transportation (DBOF-T) (Air Force). (Refer to Attachment 5)

5.4.6.1. DBOF-T pays for CL used by all personnel traveling on DBOF-T funded orders at the locations designated in Attachment 5. DBOF-T pays all CL charges incurred while performing duty under accounting citation 97X4930.5D14. Aircrew members and other individuals traveling on DBOF-T funded flight authorizations/travel orders also charge on-base lodging fees at these designated locations. (Refer to AFR 170-24, *Airlift Service, Air Force Industrial Fund*, to be replaced

by Air Mobility Command Instructions (AMCI) 65-602, *Defense Business Operations Fund-Transportation (DBOF-T) Operations Budget* and AFI 65-106).

5.4.6.2. The local DBOF-T fund pays for on-base or CL costs when AMC KC-10/KC-135 aircrew members are flying AMC DBOF-T channel missions citing AMC Operations and Maintenance (O&M) funds (57X3400) on flight authorizations/travel orders. The following statement must be included in the remarks section of the flight authorization: "This is a KC-10/KC-135 channel mission being used to satisfy movement of DBOF-T cargo requirements." Charge costs for on-base lodging to the local DBOF-T fund cite (Refer to paragraph A5.1 for DBOF-T designated locations).

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## Chapter 6

### AIRCREW SUPPORT

#### 6.1. Aircrew Support Programs.

6.1.1. The special aircrew handling programs, such as Prime Knight, ensure high quality and consistent lodging, transportation, and food service support to transient aircrews. The quality of service depends upon timely notification to the host program manager of aircrew requirements. The program is mandatory for all transient aircrews.

6.1.2. The elements of success for aircrew handling programs include commander interest and involvement, aircrew awareness, MAJCOM procedures to facilitate timely requests for service, and customer-oriented base-level agencies.

6.1.3. The installation commander appoints a program manager empowered with the authority to ensure transient aircrews receive quality transportation, lodging, and food service support.

#### 6.2. Functional Responsibilities.

6.2.1. HQ USAF/SV serves as Air Staff office of primary responsibility (OPR), reviews program assessments and MAJCOM reports (upon request), and in coordination with other Air Staff agencies (Operations (XOO), Transportation (LGT)) provides recommendations to the Air Force Chief of Staff (CSAF).

6.2.2. MAJCOM/SVs will:

- Coordinate MAJCOM staff guidance with other agencies (XO, LGT, etc.)
- Implement the program command-wide. *NOTE:* These programs do not apply to bases that do not support flight operations.
- Conduct periodic assessments of the program.

6.2.3. Host installation commanders will:

- Implement this manual and approve local support plans and procedures.
- Appoint a base program manager. (*NOTE:* This program impacts several disciplines, e.g., Services, Transportation, etc., no single functional area should be responsible for providing all the required services under this program.)
- Provide the APF resources required to provide aircrew handling program support.

6.2.4. Aircraft commanders/command and control agencies (or other MAJCOM designated agencies) will:

- Provide destination program managers, at the earliest opportunity, with information required as indicated below:
- Using data fax, telephone, message, or radio (HF), provide number of crew members by rank (e.g. 5 officers, 3 enlisted, estimated time of arrival (ETA), gender of crew by exception, and call sign/tail number if available). Upon arrival at the TDY location, the aircraft commander provides a copy of the aircrew orders listing each member's SSAN to the program representative.
- Cancel reservations to preclude "no shows" and guaranteed hold charges being assessed due to mission changes, weather diverts, etc.

6.2.5. Base Program Managers will:

6.2.5.1. Develop base aircrew handling program support plans and policies to provide transient aircrews with transportation, lodging, and access to meals.

6.2.5.2. Ensure a responsible individual meets each aircraft to provide the aircraft commander appropriate transportation, keys (or documentation) for lodging/rooms, and an information packet. (

*NOTE:* The vehicle operator may be used for this task.) Installations may set policy allowing the crews to pick up the information packet and keys at the command post, base operations, etc., if crews normally stop at these locations prior to going into crew rest. Under no circumstances will aircrews be required to pick up keys, etc., from locations they would not normally transit (not applicable during contingency aircraft operations).

6.2.5.3. Ensure the welcome packet contains the following as a minimum:

6.2.5.4. Base information on meals, lodging, and transportation, lodging registration forms or off-base lodging authorizations.

6.2.5.5. Program critique form.

6.2.6. The lodging manager will:

6.2.6.1. Provide reservation capability during all normal operating hours (i.e., if lodging is open 24 hours, aircrews should be able to make reservations at any time during that period).

6.2.6.2. Pre-register the aircrew if providing on-base lodging. In addition, the lodging manager will block or assign rooms, and assemble keys or put them in the information packet prior to the aircrew's arrival.

6.2.6.3. Assemble the necessary documents if the aircrew will be staying off base. (CL authorizations, directions to CL, etc.)

6.2.6.4. Establish an express check-out system for aircrews staying in government quarters.

6.2.6.5. Assign each aircrew member to a single room. (Aircrew members are defined as anyone on the flight crew order. Crew integrity will be maintained - all members of the same crew will be housed either all on base or all off base.) During contingency situations if lodging cannot provide private rooms to all aircrew members, lodging must maintain separation between different crews.

6.2.7. Food Service will:

- Provide the program manager with a menu from the flight kitchen and operating hours of the flight kitchen and base appropriated fund dining facilities for inclusion in the aircrew information package.
- Respond to aircrew requests for meals. (Use of the in-flight kitchen is sufficient to meet this requirement)

6.2.8. Transportation will:

- Meet aircraft within 10 minutes of the time requested by the aircrew or applicable command and control system.
- Provide authorized transportation to aircrew members during their stay. (*NOTE: Base shuttle or taxi services are considered adequate and may be used for this purpose but will not be used for initial pick ups or departures.*)
- Respond to the aircrew's request for departure pickup at the established pickup time.

6.2.9. Base operations (or command post) tracks all inbound aircraft, in the normal course of duties, which might generate program requirements. If there is a change to either arrival time or number of crew members expected, base operations or command post personnel notifies the responsible agency/agencies as indicated in the installation program support plan. Base operations provides these updates as soon as possible but not later than 1 hour, if possible, prior to scheduled arrival times.

6.3. Forms Prescribed:

AF Form 2505, **Guest Registration**

AF Form 2506, **Reservation for Individuals**

AF Form 2507, **Reservation for Groups**

AF Form 3211, **Customer Comments**

DD Form 2085, **Unaccompanied Personnel Housing Inventory and Utilization Data**

PATRICK O. ADAMS, Brig Gen, USAF  
Director of Services

**GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS****References**

DODR 7000.14, Vol 7, Pt A, *DOD Financial Management Regulation*, Jul 96  
*Joint Federal Travel Regulation, Vol 1*  
AFMAN 23-220, *Reports of Survey for Air Force Property*  
AFH 32-1084, *Facilities Requirements Handbook*  
AFI 32-6004, *Furnishings Management*  
AFI 32-9002, *Use of Real Property Facilities*  
AFI 34-201, *Services Programs and Use Eligibility*  
AFI 34-246, *Air Force Lodging Program*  
AFI 34-254, *Services Training Program*  
AFPAM 34-255, *Directory of Government Quarters and Dining Facilities*  
AFI 34-401, *Use of Nonappropriated Funds (NAFs)*  
AFI 34-402, *Protecting Nonappropriated Fund Assets*  
AFI 34-404, *Air Force Services Logistics Support Program*  
AFI 34-409, *NAF Financial Management and Accounting*  
AFMAN 34-412, *Control Procedures for Protecting NAF Assets*  
AFMAN 37-139, *Records Disposition-Schedule*  
AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities*  
AFOSH Standard 91-1, *General Support Activities*  
AFJI 147-210, *Army and Air Force Exchange Service (AAFES) Operating Policies*  
AFR 170-24, *Airlift Service, Air Force Industrial Fund*  
AFR 177-103, *Travel Transactions at Base Level*  
AFM 177-373, Vol II, *Joint Uniform Military Pay System (JUMPS) Unit Pay Procedures Excluding AFO*

**Abbreviations and Acronyms**

**AAFES**—Army and Air Force Exchange Service  
**ACC**—Air Combat Command  
**AF**—Air Force  
**AFCAT**—Air Force Catalog  
**AFH**—Air Force Handbook  
**AFI**—Air Force Instruction  
**AFJI**—Air Force Joint Instruction  
**AFMAN**—Air Force Manual  
**AFOSH**—Air Force Occupational Safety and Health  
**AFPAM**—Air Force Pamphlet  
**AFR**—Air Force Regulation  
**AFRCAFO**—Air Force Reserve Consolidated Accounting and Finance  
**AFRES**—Air Force Reserve  
**AFROTC**—Air Force Reserve Officer Training Corps  
**AFTP**—additional flying training period  
**AMC**—Air Mobility Command  
**ANG**—Air National Guard  
**ANGRC/SVX**—Air National Guard Readiness Center, Services Branch  
**APF**—appropriated fund  
**ARB**—Air Reserve Base  
**ARC**—Air Reserve Component  
**ARPC**—Air Reserve Personnel Center  
**BAQ**—basic allowance for quarters  
**BPA**—blanket purchase agreement  
**CC**—commander  
**CL**—commercial lodging  
**COB**—collocated operating bases

**CONUS**—Continental United States  
**CSAF**—Air Force Chief of Staff  
**DBOF-T**—Defense Business Operations Funded Airlift Transportation  
**DoD**—Department of Defense  
**DSN**—Defense Switched Network  
**DVQ**—Distinguished Visitor Quarters  
**ETA**—estimated time of arrival  
**FCA**—fund cite authorization  
**FM**—financial management  
**FMR**—Field Management Regulation  
**FS**—flexible schedule  
**FSO**—Financial Services Officer  
**FY**—fiscal year  
**HF**—high frequency  
**HQ AFRES/FMAR**—Headquarters Air Force Reserve, Financial Management  
**HQ AFRES/SVPM**—Headquarters Air Force Reserve, Services Programs  
**HQ AFSVA**—Headquarters Air Force Services Agency  
**HQ AFSVA/SVO**—Headquarters Air Force Services Agency, Directorate of Operations  
**HQ AFSVA/SVOHL**—Headquarters Air Force Services Agency, Lodging and Laundry Branch  
**HQ USAF/SVP**—Headquarters Air Force, Directorate of Programs  
**HQ USAF/XOO**—Headquarters Air Force, Director of Operations  
**HQ USAF/SV**—Headquarters Air Force, Services  
**IAW**—in accordance with  
**IDT**—inactive duty training  
**IMA**—Individual Mobilization Augmentee  
**IRR**—Individual Ready Reserve  
**JFTR**—Joint Federal Travel Regulation  
**JUMPS**—Joint Uniform Military Pay System  
**LGT**—Transportation  
**LQA**—living quarters allowance  
**MAJCOM**—Major Command  
**MILCON**—Military Construction  
**MSO**—Military Service Obligation  
**NA**—nonavailability  
**NAF**—nonappropriated fund  
**NGB**—National Guard Bureau  
**NIAD**—net income adjusted for all depreciation  
**O&M**—Operations and Maintenance  
**OPR**—Office of Primary Responsibility  
**PCS**—Permanent Change of Station  
**POC**—point of contact  
**PWS**—Performance Work Statement  
**RC/CC**—Resource Center/Cost Center  
**RMFC**—Resource Management Flight Chief  
**RPIC**—Real Property Inventory Code  
**SIMS**—Services Information Management System  
**Space-A**—Space Available  
**SSAN**—Social Security Account Number  
**SV**—Services  
**SVP**—Services Programs Division  
**TDY**—temporary duty  
**TLA**—temporary living allowance  
**TLE**—temporary living expense  
**TLF**—Temporary Lodging Facilities  
**UH**—Unaccompanied Housing  
**UNCOQ**—Unaccompanied Noncommissioned Officer Quarters



**UPH**—Unaccompanied Personnel Housing  
**UOQ**—Unaccompanied Officers' Quarters  
**USAF**—United States Air Force  
**UTA**—Unit Training Assembly  
**VAQ**—Visiting Airmen's Quarters  
**VOQ**—Visiting Officers' Quarters  
**XO**—Director of Operations

### *Terms*

**Abuse**—Deliberate unauthorized use of government property or willful misconduct.

**Basic Allowance for Quarters (BAQ)**—An amount of money set by law in which a member is entitled when government housing is not provided by the government.

**Bednight**—Each 24-hour period that a space or room is occupied.

**Civilian Employees**—US civilian federal employees paid from DoD APFs or NAFs.

**Commercial Lodging (CL)**—Commercial accommodations under lease or contract to the government for transient Unaccompanied Personnel Housing (UPH) (formerly "contract quarters").

**Commuting Area**—The area within 1 hour's driving time of an individual's duty station. For ARC members commuting distance is approximately 50 miles or 1-hour driving time.

**Continental United States (CONUS)**—United States territory, including the adjacent territorial waters, located within North America between Canada and Mexico.

**Conversion**—Permanent change in use of government facilities that will change category code on real property inventory or to combine government lodging.

**Corporate Lodging**—Lodging obtained in the private sector - at a rate lower than the normal CL rate charged to short-duration TDY travelers (includes apartments). The cost for this type of lodging will result in a monetary savings to the Air Force compared to the rates agreed to in BPA's already in effect.

**Diversion.**—Temporary use of government facilities for other than designated use or rooms blocked for maintenance. Does not change category code on real property inventory.

**Family Member**—The sponsor's: (a) spouse; (b) unmarried child who is the sponsor's by birth, legal adoption, or marriage (e.g., stepchild) who is under 21 years of age and is dependent on the sponsor, incapable of self-support because of a mental or physical incapacity and dependent on the sponsor for over one-half of his or her support, or is under 23 years of age, enrolled in a full-time course of study at an approved institution of higher learning, and dependent on the sponsor; or (c) adult relative by blood, marriage (e.g., parent-in-law or stepparent), or adoption who is dependent on the sponsor for over one-half of his or her support and eligible for a dependent ID card.

**Government Lodging**—Lodging accommodations designated for use by TDY personnel that the Department of Defense owns, leases, obtains by permit, or otherwise acquires.

**Gross Negligence**—An extreme departure from the course of action to be expected of a reasonably prudent person, all circumstances considered, and accompanied by a reckless, deliberate, or wanton disregard for the foreseeable consequences of the act.

**Hardships**—Unique or unusual circumstances that, in the commander's judgment, impose an extraordinary burden on a member not normally encountered by other members of similar grade at that installation.

**Inadequate lodging**—Lodging that does not meet the minimum adequacy standards of AFI 34-601, Table 1.

**Individual Ready Reserve (IRR) Members**—Those members who are released from active duty with a Military Service Obligation (MSO). IRR members must possess a DD Form 2AF (Res), along with separation orders, and be entitled to active duty benefits until their separation date.

**Innkeeper**—The senior official charged with the responsibility to manage and operate hotel/motel type lodging.

**Installation Commander**—The individual responsible for all operations performed by an installation.

**Living Quarters Allowance (LQA)**—An amount of money paid eligible civilian employees for allowable costs of off-base lodging in overseas areas, if adequate government lodging is not assigned or made available.

**Lodging**—Hotel/motel type temporary housing designated for personnel not permanently assigned to an installation. Includes VOQs, VAQs, TLFs, and DVQs.

**Lodging Fund**—Nonappropriated fund account established to account for all NAF funds, assets, liabilities, and personnel costs belonging to lodging activities.

**Military Necessity**—Military considerations that, in the installation commander's judgment, require special lodging arrangements. Conservation of BAQ, per diem, or other funds is not a basis for a determination of military necessity.

**Negligence**—The failure to act as a reasonably prudent person would have acted under the same or similar circumstances.

**Nonappropriated Funds (NAF)**—Funds generated by DoD military and civilian personnel and their dependents and used to augment funds appropriated by the Congress to provide a comprehensive, morale-building welfare, religious, educational, and recreational program, designed to improve the well-being of military and civilian personnel and their dependents.

**Nonavailability Numbers**—Refers to nonavailability of government quarters and mess. These numbers are issued to member when government lodging or meals are not available, or when their use is impractical. (See paragraph 3.9.) Lodging managers do not issue nonavailability numbers when Air Force Catalog (AFCAT) 34-602 reflects that the installation does not have lodging or meals available.

**Optimum Utilization**—Applies when determining proper mix of transient and permanent party quarters. An average occupancy rate of at least 95 percent calculated separately for Unaccompanied Officer Quarters (UOQ), Unaccompanied Noncommissioned Officer Quarters (UNCOQ), and dormitories; based on average utilization divided by spaces. Average utilization rate is at least 75 percent for VAQ, VOQ, and TLF.

**Overseas**—All locations, including Alaska and Hawaii, outside the continental United States.

**PCS Students**—Personnel attending a training course or school in a PCS status (20 weeks or more).

**Permanent Party Personnel**—Personnel assigned or attached to an installation in a PCS status.

**Prime Knight Program**—Provides aircrew members access to meals, lodging, and transportation immediately after arriving at an Air Force base.

**Quarters**—All living accommodations (visiting and permanent party).

**Retirement Eligible Reservists in a Non-duty Status**—Those reservists eligible for retirement, but who have not reached retirement age. These reservists must possess a DD Form 2AF (Res), along with a copy of Air Reserve Personnel Center (ARPC) certificate of non-duty status.

**Seniority**—Relative position of members, based on grade, date of rank, and length of service.

**Sleeping Room**—A room or specific area within AF lodging specifically configured for sleeping purposes. Quarters and TLF rooms having a dual purpose (for example, living/sleeping) cannot be used as a basis to establish additional service charges.

**Substandard Lodging**—Lodging assigned condition code 3 (not upgradable) (AFI 300-4, *Air Force Data Dictionary General Instructions*, Vol III, ADE RE-009), due to the physical condition of the structure, location, utilities, and so forth.

**TDY Students**—Personnel attending a course or school of less than 20 weeks.

**Temporary Lodging Allowance (TLA)**—An amount of money authorized to partially reimburse a member for the added living expense incurred when it is necessary to occupy temporary lodging outside the CONUS incident to PCS under certain prescribed conditions.

**Temporary Lodging Expense (TLE) Allowance**—An amount of money authorized to partially offset the added living expenses incurred within the CONUS by members and their dependents when it is necessary for the member and/or dependents to occupy temporary lodgings incident to PCS under certain prescribed conditions.

**Temporary Lodging Facility (TLF)**—Lodging primarily used to house members and their dependents (incident to PCS) and friends and relatives of patients in Air Force hospitals.

**Travelers TDY**—Military personnel and civilian employees temporarily assigned at an installation other than the one to which they are permanently assigned or employed.

**Unaccompanied Personnel**—Unmarried civilian and military members; members married to members with no family members, who are not assigned to the same or adjacent installation (within the local commuting area), and married personnel not accompanied by family members.

**Unaccompanied Housing (UH)**—All housing assets (owned or leased) for unaccompanied officer and enlisted personnel, such as UOQ, VOQ, dormitories, UNCOQ, and VAQ and DVQs.

**Visiting Airmen Quarters (VAQ)**—UH used as temporary housing for airmen not permanently assigned to the installation.

**Visiting Officers' Quarters (VOQ)**—Quarters used as temporary housing for officers and civilian employees not permanently assigned to the installation.

**Willful Misconduct**—Intentional or knowing violation of rules or regulations including fraud and dishonesty.

**UNACCOMPANIED PERSONNEL HOUSING (UPH) INVENTORY AND  
UTILIZATION DATA GENERAL INFORMATION AND MANUAL INSTRUCTIONS  
FOR COMPLETING DD FORM 2085, UNACCOMPANIED PERSONNEL HOUSING  
INVENTORY AND UTILIZATION DATA - RCS: DD-A&T (A) 1470**

A2.1. Prepare the DD Form 2085 Report and Appendix 1 on Transient Quarters Data, Appendix 2 on TLFs, and Appendix 3 on personnel annually using the fiscal year (FY). For those remaining bases that are not automated, prepare the forms manually by following the instructions in this attachment. For the majority of bases that are automated, along with this attachment on general information, follow procedures in Attachment 3. This report can also be prepared as deemed necessary by the lodging manager or higher headquarters.

A2.1.1. Reporting Requirements:

A2.1.1.1. This report provides information on:

- The quantity and adequacy of transient UPH assets.
- Use by officer and enlisted personnel.
- Personnel assigned to leased transient Unaccompanied Personnel Housing.
- Transient personnel in a Space-A status.
- Transient personnel assigned to commercial lodging or off base on per diem with a nonavailability number. *NOTE:* When manually reporting data on commercial lodging and off base and receiving per diem, ensure that the actual number of bednights used are reported, not the number of persons assigned to commercial lodging or issued nonavailability numbers.

A2.2. Submit a separate report for each installation having UH contract or leased UH assets.

A2.3. Do not report UH assets designated as field duty facilities. (Collocated Operating Bases (COBs), Standby Bases, Deployment Sites, etc.).

A2.4. Report all Air Force-owned lodging facilities. Refer to RCS: SAF-MII(AR) 7115, USAF Real Property Inventory Detail List to obtain the rated bedspace capacity for each building.

*NOTE:* The Air Force does not house more than two persons per room regardless of rated capacity. Therefore, installations having UH rated for more than two persons per room on RCS: SAF-MII(AR) 7115, USAF Real Property Inventory Detail List, reports them as being rated for only two persons per room. Advise the Real Property Office of this, and any other disparities, so RCS: SAF-MII(AR) 7115, USAF Real Property Inventory Detail List can be corrected. The following paragraph better explains this situation.

A2.4.1. Reporting Rated Capacity: EXAMPLE: RCS: SAF-MII(AR) 7115, USAF Real Property Inventory Detail List shows a building with 10 rooms, each having 270 square feet of living space. According to existing standards, 3 persons in grade E-1 E-4 could be housed in each room. However, since we do not house more than two persons per room, each room will be reported as having a rated capacity of two. If a facility is rated on RCS: SAF-MII(AR) 7115, USAF Real Property Inventory Detail List as single occupancy, no grade adjustments will be taken on that facility.

A2.4.2. All UH are to be reported as they currently exist, regardless of plans for modernization, conversion, or disposal. (MAJCOMs may request a copy of the installations RCS: SAF-MII(AR) 7115, USAF Real Property Inventory Detail List if desired.)

A2.4.3. Explain changes from the previous report in item 6 of Appendix 1. Examples of reportable changes are:

- Construction or disposal of buildings.
- Re-classification of adequacy.
- Upgrade, e.g., central latrine to room-bath-room.
- Conversion actions to or from UH.
- Redesignation to or from other grade categories.
- Any other change which affects either the inventory or utilization of assets.

A2.5. Only report the transient information for enlisted and officers on the DD Form 2085. This information is required on lines 17-22 and lines 30-33. Lines 11-16 and 25-28 are reported by the civil engineers for the dormitory permanent party. They report this information separate from the lodging office. Lines 23-24 are for any operation that uses open bay facilities as transient quarters.

A2.5.1. Transient data on lines 17-22 and lines 30-33 are based on the daily average for the entire reporting period. Enter as whole numbers.

A2.5.2. Report Due Date. Installations will submit their reports to arrive at MAJCOM/SV no later than the suspense established by the MAJCOM. For those bases that are automated they must send the report electronically to their MAJCOM. The MAJCOM must electronically merge all their bases reports and electronically forward to HQ AFSVA/SVOHL by 5 November. Please contact the SVOHL branch for the point of contact to send the reports electronically through the E-Mail system. For those remaining bases that are not automated, the MAJCOM can send those reports to HQ AFSVA/SVOHL by telefax (DSN 487-2383) or mail. Extensions cannot be granted.

A2.5.3. Report Submission. MAJCOMs must thoroughly review installation reports for completeness and accuracy and make necessary corrections. No requirement exists to send HQ AFSVA/SVOHL an additional hard copy of the command summary and individual base reports if they are transmitted electronically. The command summary is prepared electronically at AFSVA/SVOHL, after merging all the individual bases reports.

A2.6. UPH Inventory Categories. For inventory reporting, UH shall be classified in the appropriate category defined below. Report all UH as either adequate or substandard regardless of plans for renovation, conversion, or disposal. Condition Codes from RCS: SAF-MII(AR) 7115, USAF Real Property Inventory Detail List are for facility condition not standards for occupancy.

- **Adequate:** UH considered acceptable for involuntary assignment for any one personnel category IAW AFI 34-246, Table 1. Example: VAQ does not meet minimum adequacy standards for E-4 (career status)-E-6 due to central latrine configuration, however the facility does meet the minimum standard for E1-E4 (noncareer status).
- **Substandard:** UH that does not meet minimum criteria of acceptability for involuntary assignment IAW AFI 34-246, Table 1. UH shall not be categorized as substandard based on present occupancy if it would be adequate for lower grade personnel. Example: Open bay facilities would not meet the minimum adequacy standards of any category of transient personnel except for basic military trainees at Lackland AFB therefore other grade categories should not be housed in these facilities.

A2.7. Instructions for Completing Blocks 1-10:

- **Block 1** - DoD Component: Enter Air Force.
- **Block 2** - Real Property Inventory Code (RPIC): Enter the four alpha-character code for the installation responsible for the property. The RPIC may be obtained from the Real Property Office. Precede the code with "F". Example: FWXYZ. For summary reports leave blank.
- **Block 3** - Report Date: Enter year, month and day in YYMMDD format, e.g., 960930
- **Block 4** - Installation Name: Enter the complete installation name. If the report is being submitted for the first or last time, enter "First Report" or "Last Report", as appropriate, in block 4. Leave blank for summary reports.
- **Block 5** - Major Command/Claimant: Enter the official short title, i.e., Air Combat Command (ACC), AMC, etc.
- **Block 6** - State: Enter the name of the state (or District of Columbia), if the installation is located in the United States. Otherwise, leave blank. Leave blank for summary reports.
- **Block 7** - Zip Code: Enter the 9-digit hyphenated zip code. For summary reports leave blank.
- **Block 8** - Country: Enter the name of the country, ("US" for United States), or US possession where the installation is located. For summary reports leave blank.
- **Block 9** - Area: Enter an "X" to indicate the area. Description of areas listed below:
- CONUS - The 48 contiguous United States and the District of Columbia. Arrange individual reports alphabetically by state, and within each state alphabetically by installation.
- US Overseas - Alaska, Hawaii, US possessions and territories. Arrange individual reports alphabetically by state and possession, and within each, alphabetically by installation.
- Foreign - All areas other than US overseas and CONUS. Arrange individual reports alphabetically by country, and within each country, alphabetically by installation.
- Worldwide - Summation of CONUS, US Overseas, and Foreign reports. The "worldwide" block is used only for MAJCOM summary reports.
- **Block 10** - Type of Report: Enter an "X" to indicate individual installation or summary report. *NOTE:* summary report is only used for MAJCOM report of all its bases. The MAJCOM summary report is prepared at the MAJCOM.

A2.8. General information and manual instructions on Lines 17-22 (Transient):

- For all lines, enlisted columns (a) + (b) + (c) + (d) = (e), and officer columns (f) + (g) = (h). Entries on lines 17 -22 are based on the daily average for the entire reporting period.
- Spaces mean the rated capacity according to the standard in AFI 34-246, Table 1. The following exception applies: The Air Force does not house more than two persons per room regardless of rated capacity. Therefore, do not rate any room for more than two bedspaces.

- **Spaces, Line 17:** This shows the rated capacity of all transient facilities, including diverted and inactive (down for maintenance, renovation, etc.) spaces. Refer to RCS: SAF-MII(AR) 7115, USAF Real Property Inventory Detail List to obtain the rated capacity for each building. For the adequate spaces in columns a-c for the enlisted ranks the spaces are broken out by adequate square footage. The adequate square footage is based on the adequacy standards in AFI 34-246, Table 1. Example, if you have a room that is 135 square feet (net) living area: private room; bath shared with not more than one other, than this room (one space) would be reported under column b as adequate for an E5-E6. For the automated bases, its important to have the correct square footage figure in each rooms master file, since the system uses this figure to compute the spaces on the automated 2085 report. Enlisted data for substandard quarters is consolidated. Officer columns f and g are based on adequate or substandard spaces using the minimum adequacy standards in AFI 34-246, Table 1. The enlisted and officer total columns d and h, are the total spaces for all adequate and substandard spaces.
- **Diverted Spaces, Line 18:** Spaces from each column that are inactive or in use for any purpose other than unaccompanied living space.
- **Net Spaces, Line 19:** Line 17 minus Line 18.
- **Occupant Capacity, Line 20:** Maximum number of personnel who could be housed in net spaces, based on allocation of transient UH to enlisted grade categories. Refer to the example in paragraph A2.4.1 for explanation.

A2.8.1. Personnel Housed, Line 21: Transient personnel occupying UPH.

- Exclude accompanying family members.
- Include unaccompanied family members on this line.
- Officers assigned to enlisted housing are counted in columns f, g, and h. Enlisted personnel who are housed in officer housing are counted in columns a, b, c, d, and e.
- Count all occupants regardless of their status or priority, excluding accompanying family members.
- Include personnel assigned to leased UH.

A2.9. Instructions for Completing Supplemental Data (Lines 30-33).

- Entries pertaining to transient personnel, lines 30-33, shall be based on average daily occupancy for the entire reporting period. All figures will be expressed as whole numbers.
- Complete all blocks, entering zeroes where applicable.
- Column (a) pertains to enlisted personnel, and column (b) pertains to officers.
- **Non-Duty in UH, Line 30:** As identified in Table 5, AFI 34-246. These were also included in Line 21.
- **In Leased UH, Line 31:** Number of personnel assigned to off-base housing which is leased and controlled by the Air Force. These were also included in Line 21.
- **In Contract Quarters, Line 32:** Enter the average number of bednights that commercial lodging were used, not the number of persons who were assigned to commercial lodging.
- **Off Base On Per Diem, Line 33:** Enter the average number of bednights for which Nonavailability Numbers were issued-not the number of persons who were issued Nonavailability Numbers.

## APPENDIX 1

### TRANSIENT QUARTERS DATA

This is a sample Attachment 1 to the DD 2085 report that will be prepared manually or electronically for the automated bases.

1. Innkeeper:

a. Name:

b. Grade:

c. Telephone: DSN

d. Reservation Phone Number: DSN

Commercial

e. Lodging desk hours:

2. Room Rates: (modifiable, extracted from HSTAT file)

VOQ:

VAQ:

DV VOQ:

DV VAQ:

3. Number of Distinguished Visitor suites: (modifiable, extracted from HSTAT file)

Officer:

Enlisted:

4. Total number of nonavailability numbers issued during the period: (can't be modified, extracted from HSAT file)

a. Officers:

b. Enlisted:

c. Civilians:

5. Appropriated fund budget (Current FY) for RC/CC 2445D5:

**BUDGETED****RECEIVED**

- a. 403 (lodging)
- b. 403 (linen exchange)
- c. 409
- d. 569
- e. 592
- f. 60X
- g. 628
- h. Unfunded

**6. Number of diversions:**

| <b><u>Type of Diversion</u></b> | <b><u>Number of<br/>Bedspaces</u></b> | <b><u>Estimated Date<br/>Return to use</u></b> |
|---------------------------------|---------------------------------------|--|
| a. Blocked for Construction     |                                       |  |
| b. Blocked for Grade            |                                       |  |
| c. Blocked for Maintenance      |                                       |  |
| d. Blocked for Other Use        |                                       |  |

**APPENDIX 2****TEMPORARY LODGING FACILITIES**

This is a sample Attachment 2 to the 2085 report that will be prepared manually or electronically for the automated bases

**1. TLF Data:**

- a. Number of units:
- b. Condition code 1:
- Condition code 2:
- Condition code 3:
- Leased:
- c. Utilization rate:
- d. Room rate:

## 2. Method of Acquisition (Number of Units Each Method):

MILCON:

Redesignation:

Air Force MWR Advisory Board Funded (NAF):

THIRD PARTY:

AAFES (1972 Construction Program):

Leased:

**APPENDIX 3****PERSONNEL**

This is a sample Attachment 3 to the 2085 report that will be prepared manually or electronically for the automated bases.

1. Separate all authorized and assigned military and civilian (US and host-nation equivalent) personnel paid by APFs - exclude Base Maintenance Contract employees. *NOTE:* Includes all lodging employees not paid from NAFs. Do not include Linen Exchange personnel.

**MILITARY****CIVILIAN**AuthAssign/DeferredAuthAssign2. Number of NAF personnel on payroll: Regular Flex

## 3. Number of Personnel in Linen Exchange:

**MILITARY****CIVILIAN**AuthAssign/DeferredAuthAssign



**UNACCOMPANIED PERSONNEL HOUSING (UPH) INVENTORY AND  
UTILIZATION DATA ADDITIONAL INSTRUCTIONS FOR COMPLETING THE  
AUTOMATED DD FORM 2085, UNACCOMPANIED PERSONNEL HOUSING  
INVENTORY AND UTILIZATION DATA - RCS: DD-A&T (A) 1470**

**A3.1. H2085 Menu Overview and Access.** The H-2085 menu provides the functions necessary to prepare a computer generated DD Form 2085 and the required three attachments. Lodging managers may access this menu by first accessing the Lodging Manager's Menu by pressing PF13 from the Lodging System Main Menu. Press PF17 from the Lodging Manager's Menu to display the H-2085 Base Level System Menu. The functions on this menu allow the manager to create a data file from data already existing in the Lodging System, add manually collected data to this file, input the required information in the attachments and print the computer generated DD Form 2085.

**A3.2. The PF-Key options from this screen are:**

- PF1 Review/Update H2085 Supplemental Data - Allows you to update modifiable information on the 3 attachments to the 2085 report. All modifiable information is located on 2 screens. Once you enter the information, press PF1 to update the screen, and enter to move to the last screen. To return to the H2085 menu, use PF16.
- PF2 Create H-2085 Data File - Initiates the process of generating the DD Form 2085 by collecting existing data from the system. After pressing PF1 from the H-2085 Menu, the manager enters the desired FY for the DD Form 2085 and places an "X" in one of the predetermined periods or fills in a time frame in "YYMMDD" format. Pressing PF1 completes the process and generates the message "H2085 FILE HAS BEEN CREATED FOR FISCAL YEAR XX" at the bottom of the screen. To return to the H-2085 menu, the manager presses PF16.
- PF3 Run H-2085 Updater - Allows the manager to review transient data to the DD Form 2085 and 3 attachments.
- PF4: Print RCS: DD-A&T(A)1470 Report - Prints the computer generated DD Form 2085 and 3 attachments.

**A3.3.** This completes the process of providing data for the DD Form 2085 and the 3 attachments. Press PF16 to return to the main menu and print the form and attachments. The manager does not send the report and attachments, but electronically transmits a copy of the H2085DAT library to higher headquarters. Contact your systems administrator for correct procedures in electronically transmitting the report.

**LODGING PROCEDURES FOR INDIVIDUAL AND UNIT-ASSIGNED AIR FORCE  
RESERVE AND AIR NATIONAL GUARD PERSONNEL ON INACTIVE DUTY  
TRAINING OR ANNUAL TOUR STATUS**

A4.1. AFRES and ANG require separate procedures for funding policy and payment of on-base and commercial lodging (CL). Air Force policy is the traveler pays for lodging charges. The term "traveler" refers to official visitors in a per diem status. The term "traveler" does not apply to, or include, Individual Mobilization Augmentee (IMA), or Individual Ready Reserve (IRR), or unit assigned reservists in a non-commute inactive duty training (IDT) status or active duty annual tour status. AFRCFAO/FMF pays for both on-base and CL provided to IMA/IRR personnel. The unit of assignment pays for on-base and CL provided to unit-assigned AFRES and ANG for IDT and annual tours. Air Reserve members (individual and unit-assigned) performing active duty tours in a per diem status are individually responsible for their lodging charges, just as any other individual on active duty orders. Policy for providing lodging to ANG and AFRES personnel requires:

A4.1.1. Lodging reservations.

A4.1.2. The reserve unit at each installation should provide lodging a copy of the non-commute alpha roster, extracted from the Reserve Personnel Data System, which identifies reservists that are authorized lodging at unit expense during UTA weekends, make up training period, AFTPs, and annual tours. This roster should be updated quarterly. Lodging should place this listing in the frequent visitor file to expedite the room assignment process.

A4.1.3. The reserve unit at each installation should also provide lodging a copy of their annual UTA schedule as soon as it is finalized and approved (Jul-Sep time frame). Lodging should match the UTA schedule against their known reservations for the next FY, block UTA weekends and notify the reserve lodging representative of any problem time periods. This allows Reserve commanders to reschedule UTAs, if necessary and possible, or lodging to establish requirements-type contracts if needed.

A4.1.4. Within 5 working days after the UTA the unit should provide lodging a list identifying reservists and guard members who will require lodging for the next UTA. Three days prior to the scheduled UTA, the unit should update the list in writing with any changes that may have occurred. Changes that occur after this notification should be worked on a case-by-case basis. The unit will be responsible for paying for any no shows. Reservists on UTAs are Priority 1 and should not be preempted by other Priority 1 requirements.

A4.1.5. The Lodging manager makes housing arrangements on-base and with CL motels/hotels in accordance with the established procedures.

*NOTE:* Lodging will use available on-base lodging prior to assigning members to CL. Nonavailability numbers for quarters will not be issued to reserve members in an inactive duty status.

A4.1.6. For unit-assigned members, the unit of assignment provides lodging and/or CL managers with a point of contact (POC). The POC must be available on training weekends to assist with check-in of unit members if requested by the servicing lodging manager.

A4.2. Billing Procedures:

A4.2.1. The unit of assignment's FM function provides an AF Form 616, **Fund Cite Authorization (FCA)**, to confirm that sufficient funds are available to cover the cost of contract quarters for unit-assigned reserve personnel. The FM accomplishes this monthly, quarterly, or as determined by the unit commander.

*NOTE:* Although an AF Form 616 is not issued for on-base quarters for unit-assigned personnel, payment is guaranteed by the unit commander. For IMA/IRR personnel, payment is authorized from 57X3740 54X 6262 592XX M00100T 668100 for both on-base and contract lodging.

A4.2.2. For on-base lodging bills the base lodging manager separates unit-assigned and individual Reserve (IMA/IRR) and forwards each to the appropriate office as indicated below. For CL hotel/motel bills, the CL operation sends the bills directly to the base lodging manager. The lodging manager reviews the CL bills, verifies the number of rooms billed (same number that was ordered), separates unit-assigned from individual Reserve member bills and forwards the bills to the appropriate FM function for payment.

A4.2.3. For IMA/IRR members (except USAFE), the Air Force Reserve Consolidated Accounting and Finance Office (AFRCFAO), Dobbins ARB will be responsible for payment of on base and commercial lodging charges for all IMA/IRR members. All IMA/IRR charges should be sent to AFRCFAO/FMFC, PO Box 489, Marietta, GA 30061-0489.

A4.2.3.1. USAFE IMA/IRR lodging charges will be sent to HQ USAFE/CCVI, Unit 3050 Box 1, APO AE 09094-0501, for validation and then forwarded to AFRCFAO/FMFC for payment.

A4.2.3.2. The IMA/IRR member will provide proper documentation to lodging upon check out. The member must have either a signed copy (section III) of an AF Form 40A, **Record of Individual Inactive Duty Training**, or an AF Form 938, **Request and Authorization for Active Duty Training/Active Duty Tour**, indicating an annual tour (block 10).

A4.2.3.3. When an IMA/IRR member pulls an IDT or annual tour in conjunction with a per diem status tour only the IDT or annual tour portion is authorized for payment by Dobbins ARB. The individual is responsible for payment of their lodging charges when in a per diem status.

A4.2.4. For Unit Assigned Members:

A4.2.4.1. Payment is the responsibility of the member's unit of assignment. Lodging sends AFRES bills for on base or CL with substantiating documentation (AF Form 938, AF Form 40A, or unit lodging revalidation/reservation listing) to the Reserve lodging POC for validation, who in turn, forwards the validated bill to the FM function at the members' unit of assignment for payment. Lodging sends ANG bills for on base or CL with substantiating documentation (AF Form 938, AF Form 40A, or unit lodging revalidation/reservation listing) to the ANG Services Flight for validation, and in turn, the ANG FM function at the members' unit of assignment receives a validated list for payment.

**NOTE:** When a unit-assigned member pulls an IDT or annual tour in conjunction with a per diem status tour only the IDT or annual tour portion is authorized for payment by the unit of assignment FM. The individual is responsible for payment of their lodging charges when in a per diem status.

A4.2.4.2. For AFRES bills, the Reserve lodging POC validates each bill and forwards to the unit FM who prepares a receiving document (DD Form 250, **Material Inspection and Receiving Report**), and forwards the voucher to the servicing DAO/OPLOC for payment to lodging. For ANG bills, the ANG Services Flight validates each bill prepares a receiving document (DD Form 250) and FM forwards the completed voucher to the servicing DAO/OPLOC for payment to lodging.

A4.2.4.3. DAO/OPLOC pays the lodging manager directly for on-base lodging and the CL motel/hotel for off-base lodging. DAO/OPLOC provides a copy of the payment document(s) to the lodging manager who retains these documents IAW AFMAN 37-139, *Records Disposition - Standards*.

**NOTE:** For ANG situations that deviate from these procedures, contact Air National Guard Readiness Center, Services Branch (ANGRC/SVX), 3500 Fetchet Avenue, Andrews AFB MD 20762-5157, DSN 278-8166/77 prior to implementation. For AFRES situations that deviate from these procedures, contact Headquarters Air Force Reserve Services Programs (HQ AFRES/SVPM), 155 Second Street, Robins AFB GA 31098-1635, DSN 497-0215 prior to implementation.

**PROCEDURES FOR FUNDING AND PROVIDING ON-BASE AND COMMERCIAL  
CONTRACT QUARTERS (CL) TO DEFENSE BUSINESS OPERATIONS FUNDED  
AIR LIFT TRANSPORTATION (DBOF-T) TRAVELERS (APPLIES TO AMC  
CHANNEL MISSION STOPS ONLY)**

**A5.1. GENERAL POLICY**

A5.1.1. These procedures support all AMC transient aircrews flying DBOF-T missions and traveling on DBOF-T funded flight authorizations or other DBOF-T funded travelers who are TDY to installations where DBOF-T funds are established. In CONUS these installations include: Charleston, Dover, McChord, McGuire, Pope, Scott and Travis AFBs. Overseas installations include: Andersen, Aviano, Diego Garcia, Elmendorf, Hickam, Howard, Incirlik, Kadena, Lajes, Mildenhall, Osan, Ramstein, Rhein Main ABs, and Rota NAS. Other locations that have DBOF-T lodging contracts include: Christchurch NZ, Richmond AU, and Sigonella IT. DBOF-T funded members traveling to installations other than those previously indicated will pay for both on-base lodging and CL out of pocket and will file for travel reimbursement upon return to their home station.

A5.1.2. Lodging activities with DBOF-T funds will administer advance-funded on-base quarters or CL to support DBOF-T funded travelers. The responsible DBOF-T funds manager provides the funding for these contracts to ensure available adequate lodging.

**A5.2. PROCEDURES:**

A5.2.1. When sufficient adequate on-base lodging is not available at installations designated as channel mission stops (previously noted), and that have established DBOF-T funds, the lodging manager is responsible for:

- Maintaining sufficient funds to provide lodging at government contracted hotels or motels for all individuals traveling on AMC DBOF-T funded orders.
- Accounting, reconciliation, and general tracking of all CL funding obligations incurred.

A5.2.2. The host base contracting officer will provide all required contracting services.

A5.2.3. AMC KC-10/KC-135 aircrews flying DBOF-T channel missions on O&M funded flight authorizations are authorized to charge their lodging to local DBOF-T funds at the installations specified in paragraph A5.1. The following statement should be indicated on the flight authorization: "This is a KC-10/KC-135 channel mission being used to satisfy movement of DBOF-T cargo requirements." AMC KC-10/KC-135 aircrews on DBOF-T channel missions who arrive at a location listed in paragraph A5.1 and remain at the location for "Tanker Task Force" deployments or other non-DBOF-T missions will not charge their entire lodging bill to DBOF-T funds. Only the first night's charge is authorized. The remaining bill is the individual's responsibility to pay. The lodging office attaches a copy of each flight authorization to the monthly certification of services received and forwards it to the installation accounting and finance office, commercial services for reconciliation and payment.

A5.2.4. The DBOF-T funds manager at each channel stop location:

- Maintains sufficient DBOF-T funds in the appropriate on-base or CL account to meet uninterrupted funding requirements funding requirements. The DBOF-T funds manager, in coordination with the lodging manager, determines the funding amount needed.
- Maintains auditable records, on a FY basis, for all obligations using DBOF-T funds. The funds manager maintains and disposes of these records in accordance with AFMAN 37-139.
- Maintains a record of all authorizations and verifies a monthly summary of obligations provided by the lodging manager.
- Completes a receiving report (DD Form 250, **Material Inspection and Receiving Report** ) and forwards the report to the commercial services section of the accounting and finance office for payment to the appropriate hotel(s) or motel(s).

A5.2.5. The DBOF-T funds manager and the accounting and finance office must ensure compliance with the Federal Prompt Payment Act.

A5.2.6. The DBOF-T funds manager must provide evidence of funds availability to the contracting officer quarterly, in advance of placement of obligations (calls) against the BPA (see *Federal Acquisition Regulation*, sub-part 32.7).

A5.2.7. The aircrew charge system will remain in effect at locations identified in AFR 170-24 (to be replaced by AMCI 65-602, *Defense Business Operations Fund-Transportation (DBOF-T) Operations Budget*).

## HOUSEKEEPING PERSONNEL BUDGETING AND LABOR STANDARDS

A6.1. The housekeeping department maintains a high state of cleanliness throughout the lodging operation. The housekeeping department must be responsive, caring, customer-oriented, and maintain a high level of professionalism. Sample recommended housekeeping cleanliness and guest comfort checklists may be obtained from HQ AFSVA/SVOHL.

A6.2. Balancing performance against budget is difficult. The key factor is scheduling. Schedule housekeeping labor on a weekly occupancy forecast and give a copy to each supervisor. The normal industry average time for cleaning a guest room is 25 minutes. Assuming a 7-hour work-day, a housekeeper is expected to complete a minimum of 14 single occupancy, 250 square foot rooms a day.

A6.3. Housekeeping personnel (including janitors and beverage stockers) expense is the key controllable variable item. If occupancy changes unexpectedly, adjust immediately to keep productivity to at least 14 rooms per housekeeper per day. Additional suggestions for controlling housekeeping costs include; Schedule regular employees for the minimum time allowable.

- End workday for employees whose assigned duties are completed for the day.
- Split days off (i.e., 1 weekend day and 1 weekday) for regular employees (HRO/local union concurrence required).
- Assign "teams" to clean rooms, facilities.
- Require employees to pass a physical examination as a condition of employment.
- Increase frequency of lodging management housekeeping inspections to at least weekly and use checklists.
- Eliminate requirement for housekeepers to perform supplemental duties, e.g., clean laundry rooms, conduct linen inventories, etc.

A6.4. The ability to react with flexible scheduling, combined with accurate forecasting, allows lodging managers to achieve objectives. Flexibility requires excellent rapport, close communication, and a proper mix of regular (20-40 hours) and flexible schedule (FS-0-40 hours) personnel.

A6.5. The scarcity of qualified workers at many locations establishes a need to develop a loyal core of housekeepers scheduled on a regular basis. This core group of regular employees should comprise approximately 50 percent of the housekeeping staff with the FS employees filling in during higher occupancy periods.

A6.6. Lodging managers providing in-room sundry and beverage sales must closely monitor the cost of this service. These items are highly susceptible to pilferage and loss; therefore close management of this service is required to prevent losses to the extent possible. An inventory of items stocked will be taken daily, stock levels replenished, and items sold reported to the Front Desk for immediate posting to the guest's folio (see paragraph 5.2.4.1).

A6.7. The attached sample staffing matrix provides an insight on how labor standards can be developed.

### APPENDIX 1 TO ATTACHMENT 6

#### SAMPLE HOUSEKEEPING LABOR STAFFING MATRIX

| ROOMS OCCUPIED | HOUSEKEEPERS | SUPERVISOR | TOTAL HOURS |
|----------------|--------------|------------|-------------|
| 1              | 0.50         | 8.00       | 8.50        |
| 2              | 1.00         | 8.00       | 9.00        |
| 3              | 1.50         | 8.00       | 9.50        |
| 4              | 2.00         | 8.00       | 10.00       |
| 5              | 2.50         | 8.00       | 10.50       |
| 6              | 3.00         | 8.00       | 11.00       |
| 7              | 3.50         | 8.00       | 11.50       |
| 8              | 4.00         | 8.00       | 12.00       |
| 9              | 4.50         | 8.00       | 12.50       |
| 10             | 5.00         | 8.00       | 13.00       |
| 11             | 5.50         | 8.00       | 13.50       |

| ROOMS OCCUPIED | HOUSEKEEPERS | SUPERVISOR | TOTAL HOURS |
|----------------|--------------|------------|-------------|
| 12             | 6.00         | 8.00       | 14.00       |
| 13             | 6.50         | 8.00       | 14.50       |
| 14             | 7.00         | 8.00       | 15.00       |
| 15             | 7.50         | 8.00       | 15.50       |
| 16             | 8.00         | 8.00       | 16.00       |
| 17             | 8.50         | 8.00       | 16.50       |
| 18             | 9.00         | 8.00       | 17.00       |
| 19             | 9.50         | 8.00       | 17.50       |
| 20             | 10.00        | 8.00       | 18.00       |
| 21             | 10.50        | 8.00       | 18.50       |
| 22             | 11.00        | 8.00       | 19.00       |
| 23             | 11.50        | 8.00       | 19.50       |
| 24             | 12.00        | 8.00       | 20.00       |
| 25             | 12.50        | 8.00       | 20.50       |
| 26             | 13.00        | 8.00       | 21.00       |
| 27             | 13.50        | 8.00       | 21.50       |
| 28             | 14.00        | 8.00       | 22.00       |
| 29             | 14.50        | 8.00       | 22.50       |
| 30             | 15.00        | 8.00       | 23.00       |
| 31             | 15.50        | 8.00       | 23.50       |
| 32             | 16.00        | 8.00       | 24.00       |
| 33             | 16.50        | 8.00       | 24.50       |
| 34             | 17.00        | 8.00       | 25.00       |
| 35             | 17.50        | 8.00       | 25.50       |
| 36             | 18.00        | 8.00       | 26.00       |
| 37             | 18.50        | 8.00       | 26.50       |
| 38             | 19.00        | 8.00       | 27.00       |
| 39             | 19.50        | 8.00       | 27.50       |
| 40             | 20.00        | 8.00       | 28.00       |